

### Schedule 23 - Records Common to Most Offices

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#### Introduction

This schedule incorporates the records described in General Records Schedule 23 and adds the Bureau of Land Management (BLM) general correspondence and reader files. This schedule covers administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; transitory documents. This schedule does not include materials that the BLM has determined to be nonrecord or to materials such as calendars or work schedules claimed as personal.

The office administrative files described under item 1 are records retained by the originating office as its record of initiation of an action, request, or response to requests for information. This item may be applied only to separate administrative files containing such records as copies of documents submitted to other offices for action including budget feed documents, purchase orders, and training requests. Item 1 may not be applied to files that also contain program records (Schedule 16/20), and it may not be applied by an office that receives and takes action on documents submitted by other offices.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description	Disposition Authority
1	<p><b>OFFICE ADMINISTRATIVE FILES.</b> Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. Authority: 36 CFR 1222.10. Confidentiality: Non-public record category 3. Location: All. Exclusions: record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office (Schedule 16/18).</p>	

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<b>Item</b>	<b>Record Series Description</b>		<b>Disposition Authority</b>
	a.	General Correspondence and Reports Files. Also called "General Subject Files." Documents filed according to their general informational or subject content and usually arranged by the subject codes listed in BLM Manual 1220. Comprised mainly of letters and memoranda but also forms, reports, and other material, all relating to program and administrative functions, not to specific cases or projects. Includes temporary delegations of authority (to specific positions), copies of recurring reports, and newsletters. Forms: SF-203, 291; BLM 1165-22, 36, 60, 61, 63-73; 1203-1, 2; 1271-1, 1a, 1b, 1d; 1600-13; 1788-1, 2, 6500-1. Exclusions: Long term delegations of authority (Schedule 16/1).	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job NC1-49-85-2, 23/1a.
	b.	Reader Files. Also known as Chronological Files.	
	(1)	Reader Files - Originating Office Copies. Copies of nonsensitive outgoing correspondence, arranged chronologically and maintained for reference.	TEMPORARY. Cutoff end of each month. Destroy 1 year after cutoff. NARA Job NC1-49-85-2, 23/1b(1).
	(2)	Reader Files - Other Copies. Copies provided by other offices for "information only" and review purposes.	TEMPORARY. Destroy when 1 month old. NARA Job NC1-49-85-2, 23/1b(2).
<b>2-4</b>	<b>Reserved</b>		
<b>5</b>	<b>SCHEDULES OF DAILY ACTIVITIES.</b> Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by federal employees while serving in an official capacity, created and maintained in hard copy or electronic form. Confidentiality: Non-public record category 3. Location: All. Exclusions: Materials determined to be personal (nonrecord material), electronic records described in items a & b (Schedule 20/3).		
	a.	Files Containing Substantive Information. Re. official activities, the substance of which has not been incorporated into official files. Exclusions: Records described in item c.	TEMPORARY. Destroy/Delete when 2 years old. GRS 23/5a.
	b.	Files Documenting Routine Activities Containing No Substantive Information. And records containing substantive information, the substance of which has been incorporated into organized files.	TEMPORARY. Destroy/Delete when no longer needed for convenience or reference. GRS 23/5b.

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Item	Record Series Description		Disposition Authority
	c.	Director, Deputy Director, State/Center Directors Schedules. Unique substantive records re. official activities, the substance of which has been incorporated into organized files. Includes all high level officials: Heads of Departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees and political appointees serving in equivalent or comparable positions.	TEMPORARY. Cutoff EOCY. Transfer to FRC 1 year after cutoff. FRC destroys 5 years after cutoff. NARA approval not required (see NARA Job N1-49-96-2, 5c).
6	<b>SUSPENSE FILES.</b> Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-15. Location: All.		
	a.	Notes or Reminders to Take Action. Forms: 1542-3.	TEMPORARY. Destroy after action is taken. GRS 23/6a.
	b.	File Copy or Extra Copy of Outgoing Communication. Filed by the date on which a reply is expected.	TEMPORARY. Withdraw documents when reply received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files. GRS 23/6b.
7	<b>TRANSITORY FILES.</b> Documents, regardless of media, of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Confidentiality: Non-public record category 3. Location: All. Examples include: Routine Requests and Replies. - Requiring no administrative action, no policy decision, and no special compilation or research for reply. Letters of Transmittal. - Originating office copies of transmittal letters that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material. Quasi-Official Notices. - Informal memoranda, all employee bulletins, and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, office picnic and other social invitations, blood drive appeals, bond campaigns, and similar records.		TEMPORARY. Destroy when 3 months old. GRS 23/7.

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<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
<b>8</b>	<b>TRACKING AND CONTROL FILES RE. TEMPORARY FILES NOT DESCRIBED ELSEWHERE.</b> Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or BLM Schedules. Includes logs for Golden Age, Golden Access, and Golden Eagle passports. Confidentiality: Non-public record category 3. Forms: OF-11, 23, 24; BLM 1223-6; 1272-7; 1274-7; 1279-2, 3, 7; 1370-36; 1510-1; 9230-8, 18, 19. Location: All.	TEMPORARY. Destroy/Delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable. GRS 23/8.
<b>9</b>	<b>FINDING AIDS TO TEMPORARY RECORDS NOT DESCRIBED ELSEWHERE.</b> Indexes, lists, registers, and other finding aids, regardless of media, used only to provide access to records authorized for destruction by the GRS or BLM Schedules. Exclusions: records containing abstracts or other information that can be used as an information source apart from the related records. Confidentiality: Mixed public and non-public records. Forms: BLM 1279-1.	TEMPORARY. Destroy/Delete with the related records. GRS 23/9.
<b>10-20</b>	<b>Reserved</b>	
<b>21</b>	<b>NONRECORD PAPER WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE.</b> Working or reference copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and nonrecord copies of documents that are not described elsewhere. Also, organized reference material maintained for convenience and reference purposes only, such as Township and Range (T & R) reference files, library collections, vendor catalogs, duplicate or "dummy" case files, waterpower classification status township cards, paper reference copies of manual releases, IBLA Decisions, Solicitor Opinions, or other legal references. Authority: 36 CFR 1222.34. Confidentiality: Mixed public and non-public records. Location: All.	TEMPORARY. Destroy when no longer needed for convenience or reference purposes. (Does not require NARA approval.)
<b>22</b>	<b>NONRECORD MICROFORM.</b> Microform files that are considered nonrecord reference copies and do not replace the official paper records being filmed. Includes Public Land Statistics, IBLA Decisions, and other references on microform. Authority: 36 CFR 1222.34. Confidentiality: Mixed public and non-public records. Location: All. Exclusions: Master pay record microform (Schedule 2/32); land status microform (Schedule 4/13), mining claims microform (Schedule 4/51); SIMO drawing microform (Schedule 4/52); paper records documenting inspections of microform (GRS 16/10); maps on microform (Schedule 17/1); well logs and directional surveys on microform (Schedule 4/18e).	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for duplicating, security or other administrative or reference purposes. (Does not require NARA approval.)
<b>23-25</b>	<b>Reserved</b>	

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26	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 23/10a.
	b. Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 23/10b.

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